



	No. 06-03
Subject: Protecting Confidential Information	Date Issued: 04/13/2006
References:	Expires: Until Advised

PURPOSE:

This COM reminds agencies of the privacy requirements regarding the use of Social Security Numbers (SSNs) and other personal information. It also introduces new features that help protect the confidentiality of SSNs when used for timesheet purposes and in some CALSTARS reports.

BACKGROUND:

According to Government Code Section 11019.9 and Management Memo 00-14, each agency must maintain a privacy policy. With heightened concerns about privacy issues and protecting the confidentiality of personal information, it is important for agencies to comply with all Federal and State laws and rules regarding confidential information. To ensure compliance, agencies should exercise care in the use, distribution, storage and destruction of documents and data containing confidential personal information. Personal information is typically considered to be name, SSN, Federal Employer Identification Number (FEIN), address, telephone number, and e-mail address.

NEW FEATURES

New features are now available that give agencies the ability to process timesheets with only a partial SSN or employee name. Display of the entire SSN on timesheets is no longer necessary. The following features help protect the confidentiality of SSNs and/or FEIN numbers.

- ✧ A search feature to retrieve an employee's SSN using other information from the employee record;
- ✧ A new IPOF (Report Level of Detail) option for the CALSTARS pre-printed timesheet (ET2); and
- ✧ A new IPOF (Report Level of Detail) option for the Alphabetic Listing of Vendor Edit Table (X01) and Vendor Edit Table by Vendor Number (X02) Reports.

Refer to Attachment I for a details about these features.

AGENCY ACTION

Agencies should review their privacy policy to ensure their procedures comply with Federal and State requirements.

Agencies should also review this COM to determine if their current procedures should be revised to incorporate the new changes.

If you have any questions, please call the HOTLINE at (916) 327-0100, CNET 467-0100 or your CALSTARS Analyst.

/s/Freda Luan-Dun
Assistant Program Budget Manager
Attachment

Attachment I (Continued)

NOTE: The Enter key functions in one of two ways from the time sheet entry screens. Depending on whether or not data is present in the SSN search field, the Enter key performs as follows:

- ✧ If the Enter key is pressed and the SSN search field is blank, the maintenance transaction is either accepted or an online table edit is displayed; or
- ✧ If the Enter key is pressed and the SSN search field contains values, the Enter key initiates a search.

When the search is finished, one of the following situations will occur:

1. If only one matching record is found, the Employee Number, Employee Name, and Position Number (if coded on the Employee Master File) are immediately populated on the Entry screen.

[illegible]

A confirmation message is displayed on the bottom of the screen. After the employee information is retrieved, pressing the Enter key a second time will initiate the acceptance of the entry or an on-line edit message.

Attachment I (Continued)

- If more than one matching record is found, a pop-up screen displays a list of matching records sorted by employee name as shown on the screen below.

```
Employee Record Search

To retrieve Emp Number, key last 4 digits & press Enter XXX-XX- ____

FFY      POSITION      EMP NUMBER      EMPLOYEE NAME
2004      _____      _____      _____
-----
2004      111-111-1111-111      999-00-4767      DOE, JANE
2004      111-111-1111-111      999-01-4767      DOE, JOHN
                                End of Data

To select desired item, place cursor on that row and press Enter
PF2                      PF7  PF8
Retrn                    Bkwrđ Frwrđ
```

To populate the fields on the entry screen with the Employee Number, Employee Name, and Position, place the cursor in any position on the row that includes the desired record and press Enter.

A confirmation message is displayed at the bottom of the screen. When the Enter key is pressed again, the entry is either accepted or an online edit message is displayed.

- If no matching records are found, the pop-up screen displays with no data as shown below. Another search can be initiated immediately.

```
Employee Record Search

To retrieve Emp Number, key last 4 digits & press Enter XXX-XX- ____

FFY      POSITION      EMP NUMBER      EMPLOYEE NAME
2005      _____      _____      _____
-----
                                End of Data

To select desired item, place cursor on that row and press Enter
PF2                      PF7  PF8
Retrn                    Bkwrđ Frwrđ
No records found for the current input XXX-XX-1111
```

Attachment I (Continued)

Position

From the Entry Screen:

Place the cursor on any position within the Position field. Press F1=Help to display a list of employee records in numerical order by Position on the pop-up screen. If the Position field contains a number (entire or partial Position) when F1 is pressed, the list begins with that number or the next sequential number. If the Position field is blank when F1 is pressed, the pop-up screen displays all Employee Master File records in numerical order by Position number.

To populate the fields on the entry screen with the Employee Number, Employee Name, and Position, place the cursor in any position on the row that includes the desired record and press Enter.

From the Pop-up Screen:

Key a number in the Position field (entire or partial Position) and press Enter. The pop-up screen immediately displays a list of employee records in numerical order by Position beginning with the number keyed or the next sequential number.

To populate the fields on the entry screen with the Employee Number, Employee Name, and Position, place the cursor in any position on the row that includes the desired record and press Enter.

Partial SSN

From the Entry Screen:

Place the cursor on any position within the Employee Number field. Press F1=Help to display a list of employee records in numerical order by Employee Number on the pop-up screen. If the Employee Number field contains a number (entire or partial Employee Number) when F1 is pressed, the list begins with that number or the next sequential number. If the Employee Number field is blank when F1 is pressed, the pop-up screen displays all Employee Master File records in numerical order by Employee Number.

To populate the fields on the entry screen with the Employee Number, Employee Name, and Position, place the cursor in any position on the row that includes the desired record and press Enter.

From the Pop-up Screen:

Key a number in the Employee Number field (entire or partial Employee Number) and press Enter. The pop-up screen immediately displays a list of employee records in order by Employee Number beginning with the number keyed or the next sequential number.

To populate the fields on the entry screen with the Employee Number, Employee Name, and Position, place the cursor in any position on the row that includes the desired record and press Enter.

Employee Name

From the Entry Screen:

Place the cursor on any position within the Employee Name field. Press F1=Help to display a list of employee records in alphabetical order by Employee Name on the pop-up screen. The names are displayed and sorted based on how they are entered in the Employee Master File.

To populate the fields on the entry screen with the Employee Number, Employee Name, and Position, place the cursor in any position on the row that includes the desired record and press Enter.

From the Pop-up Screen:

Key a letter in the Employee Name field (entire or partial name) and press Enter. The pop-up screen immediately displays a list of employee records in alphabetical order by Employee Name beginning with the letter keyed or the next sequential letter.

To populate the fields on the entry screen with the Employee Number, Employee Name, and Position, place the cursor in any position on the row that includes the desired record and press Enter.

II. NEW IPOF OPTION FOR THE CALSTARS PRE-PRINTED TIMESHEET (ET2)

When option **1** under **I** (Index) of the IPOF level of detail section on the Report Selection Options screen is used, only the last four (4) digits of the SSN are printed. An example of the Report Selection Options screen is shown below.

```

9990 Report Selection Options - Screen 1                                03-08-2006 11:13 AM
                                                                MORE=>

Enter under F below: (D=Delete)
   RPT  <PERIOD> <DETAIL>  <=SELECT=>          <=INDEX=>    <===PCA===>
F ID  G  FM  P   I  P O F   FUND  GLAN        <==OUTPUT DEST==>  FROM TO      FROM TO
- - - - -
_ ET2     CM       1  1  0  0           A1 _ _ _ _ _

```

0 = Displays SSN

1 = Displays partial SSN

Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Retrn Quit RFrsh Print Bkwrđ Frwrđ Clear Left Right Main

Examples of the ET2 are displayed in Exhibit I.

III. NEW IPOF (REPORT LEVEL OF DETAIL) OPTION FOR THE ALPHABETIC LISTING OF VENDOR EDIT TABLE (X01) AND VENDOR EDIT TABLE BY VENDOR NUMBER (X02)

When option **1** under **I** (Index) of the IPOF level of detail section on the Report Selection Options screen is used, the FEIN/SSN numbers are not displayed on the X01 and X02 Reports. Instead, the fields are populated with **XX-XXXXXXX** for the FEIN or **XXX-XX-XXXX** for the SSN. An example of the Report Selection Options screen is shown below.

```

9990 Report Selection Options - Screen 1                                03-08-2006 11:13 AM
                                                                    MORE=>

Enter under F below: (D=Delete)
RPT  <PERIOD> <DETAIL> <=SELECT=>
F ID G  FM  P   I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
- --- -  --  -   -   -   -   -   -   -   -   -   -   -   -   -   -
_ X01   CM      1  0  0  1      A1  _ _ _ _ _
_ X02   CM      1  0  0  1      A1  _ _ _ _ _

```

↑

0 = Displays FEIN/SSN
1 = Displays X's in FEIN/SSN fields

```

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          RFrsh Print Bkwrd Frwrd Clear Left  Right Main

```

Examples of the X01 and X02 Reports are displayed in Exhibit II.

Currently, the default value for **I** (Index) of the IPOF level of detail section of the Report Selection Options screen is set to **0** (display FEIN or SSN). To request that the default value be changed to **1**, please e-mail your request with "Report Routing" in the subject line to calstars@dof.ca.gov.

Exhibit I

Preprinted Timesheet (ET2) requested at Index Level Option 0

```
CSTARET2 9990 (DEST: A1 CTP2) CM, ,0,1,0,0, , , , 1000 DIRECTOR'S OFFICE ***** RUN:02/11/05 TIME:10.10
9990 TEST ORG
DOE, JANE 123 123 1234 001 999-99-9999 02/05
DIRECTOR R001 9999999 020105 030105
Y REG 1000 10000
```

Preprinted Timesheet (ET2) requested at Index Level Option 1

```
CSTARET2 9990 (DEST: A1 CTP2) CM, ,1,1,0,0, , , , 1000 DIRECTOR'S OFFICE ***** RUN:02/11/05 TIME:10.10
9990 TEST ORG
DOE, JANE 123 123 1234 001 XXX-XX-9999 02/05
DIRECTOR R001 9999999 020105 030105
Y REG 1000 10000
```

X01 Report - requested at Index Level Option 1

X02 Report - requested at Index Level Option 1

COM 06-03